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DD/A Registry

83-1043

April 11, 1983

Mr. Harry E. Fitzwater
Deputy Director for Administration
Central Intelligence Agency
Washington, D.C.
U.S.A. 20505

Dear Mr. Fitzwater,

OFFICIAL REQUEST

[redacted] has requested that the present second language evaluation system [redacted] be revised by January 1984 and [redacted] of the Public Service Commission has been charged with this duty. The [redacted] proposes to develop a language evaluation system that is similar to the one at the CIA and in order to meet our deadline we would like to request the services of [redacted] to work with us on the following tasks.

- Write standards describing the types and levels of performance expected in the Public Service. These standards will be different for the different job categories.
- Develop a strategy for grouping the job categories so that we will have a manageable number of tests. Each year we administer about 40,000 tests in each skill.
- Develop tests (formats, items, administrative procedures, scoring procedures, validation techniques) for oral interaction, reading and writing for the various groupings.
- Develop a training program for the assessors of the oral interaction test (we expect to train about 70 assessors in the first year of operation).
- Plan administrative procedures for data management (develop scoring forms and collect and handle test results).
- Plan validation and other studies as necessary.

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We feel that because of [] extensive knowledge not only of the CIA system, but of other similar evaluation systems, he will be able to save us enormous amounts of time and effort in achieving our objective. We are therefore requesting his services from May 9 to 20 inclusive, and would anticipate inviting him for another two weeks, possibly in the fall. We agree to pay all travel, accomodation and living expenses for these periods.

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We hope that you will agree to this request, in which case we will contact [] to make more specific arrangements.

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Yours sincerely,

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Director

If you agree to this request, please sign in the space below and return a copy to us as soon as possible.

I concur
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ROUTING AND TRANSMITTAL SLIP

Date

19 APR
1983

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. D/OTE <i>A/DDA</i>	<i>[Signature]</i>	19 APR 1983
2. <i>DDA</i>	<i>[Signature]</i>	20 APR 1983
3. <i>D/OTE</i>	<i>[Signature]</i>	4/21
4. <i>DDA</i>		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

*Should I sign
this and if so, why?*

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ROUTING AND TRANSMITTAL SLIP

Date

26 APR 1983

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1. ADDA	<i>[Signature]</i>	26 APR 1983
2. DDA		
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Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

0-1/2: Suggest you get "nk" from the DDO. *B.A. see distribution*



I did



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